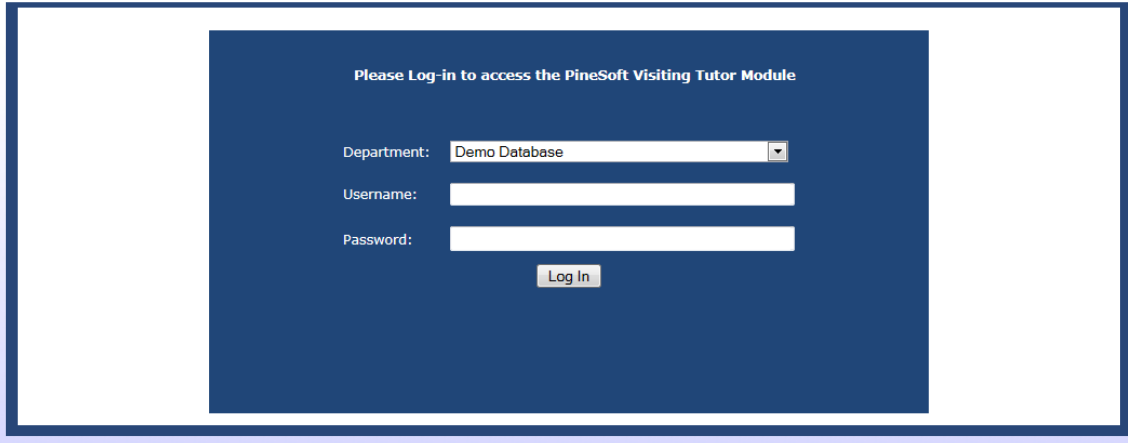


PineSoft Professional Training Database
Enterprise Web Module : Visiting Tutor Guide

Logging On to the Application

Your University Placement Manager will provide you with the web address to load the Web Module logon screen shown below:

FinDonIT PineSoft™ PTD Visiting Tutor Module



Please Log-in to access the PineSoft Visiting Tutor Module

Department:

Username:

Password:

Enter your initial logon details:

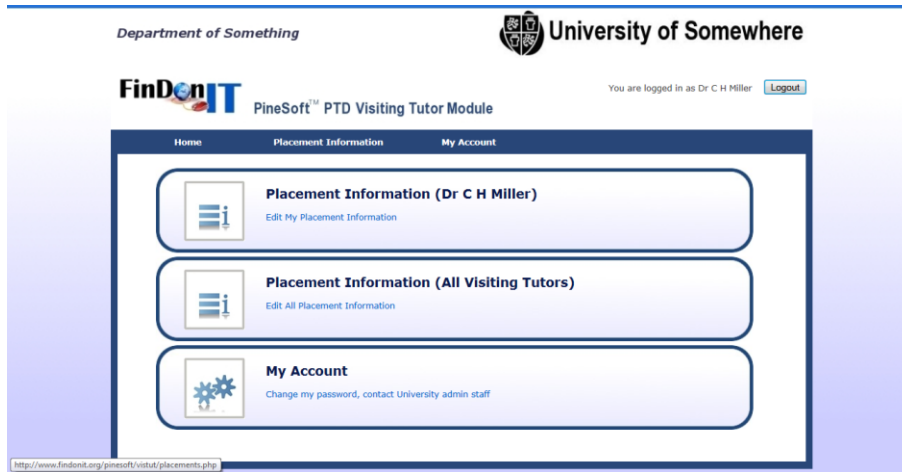
Username : } Please contact Placement Manager for initial logon details
Password : }

NOTE

1. For security purposes please change your password the first time you load the Web Module.
2. If you forget your password please contact your Placement Manager who can reset it.
3. Your Placement Manager will enable Full, Read-Only or remove access to Web Modules and control the information that you may view / update.
4. To save any edited information you must click on the relevant Update Button

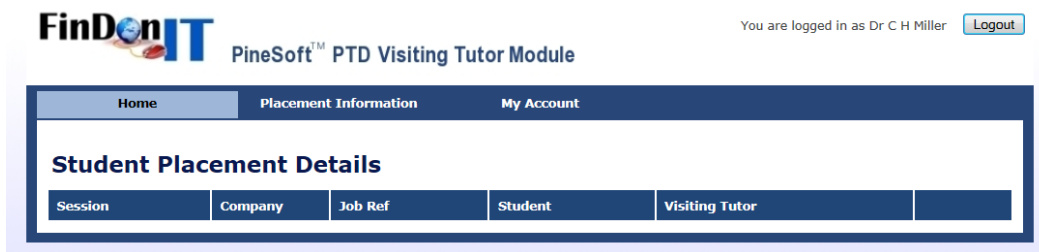
Main Menu Options

When you log in you will see the Main Menu Screen shown below:



A brief description of the available options is shown below:


Placement Information



Placement Information (All Visiting Tutor)

Session	Company	Job Ref	Student	Visiting Tutor	
2012	ANGUSDISTRICTCOUN	ADC/12/2	Watkins, Justin		More Details
2011	ANGUSDISTRICTCOUN	ADC/2	Davis, Joe	Dr S K Donald	More Details
2011	ANGUSDISTRICTCOUN	ADC/3	Ingram, Brian	Dr S K Donald	More Details
2011	ANGUSDISTRICTCOUN	ADC/4	Davis, Steve	Dr S K Donald	More Details
2011	ANGUSDISTRICTCOUN	ADC/5	Keith, Andy	Dr S K Donald	More Details
2011	BETTBROTHERS	BETT/1	Murray, John	Dr S K Donald	More Details
2011	BETTBROTHERS	BETT/2	Soutar, Colin	Mr A Holt	More Details
2011	BRITISHGEOL	BGEOL/1	Darwin, John	Mr I Fraser	More Details
2011	BUILDFIRERESEARCH	FRE/1	Jordan, Lisa	Dr S K Donald	More Details

- Click More Details to display :

Department of Something  University of Somewhere

FinDonIT PineSoft™ PTD Visiting Tutor Module You are logged in as Dr C H Miller [Logout](#)

Home Placement Information My Account

Student Placement Details

Placement Ref : ADC/2 Visiting Tutor : Dr S K Donald Student : Davis, Joe

Student Code :	DAVIS_JOE	Student Name :	Davis, Joe
Session :	2011	Address :	35 High Street Forfar Angus DD4 4FG
Course :	MATHS	Telephone :	0132 445 6543
Year :	3	Email :	joe.davis@angusdc.co.uk
Placement :	2		

Company Code :	ANGUSDISTRICTCOUNC	Visiting Tutor :	Dr S K Donald
Job Reference :	ADC/2	Supervisor Name :	Mr Jim Bett
Job Title :	IT Analyst	Supervisor Title :	Mr Bett
Start Date :	14/03/2011	Supervisor Status :	IT Manager
Finish Date :	05/09/2011	Supervisor Telephone :	0132 445 6582
Salary (£) :	14260	Supervisor Email :	jim.bett@angusdc.co.uk

A+
Hyperlink

Summary :
(max 255 char)
Assigned to IT section - continuing development of in-house Paradox database.

Job Details :
Use this memo region to maintain comprehensive job details, initially this text is automatically entered from the corresponding job record, but thereafter is uniquely maintained for each placement record.

Notes :
Use this Notes region for Visiting Tutor information, who to contact initially, how to get there etc. - only listed in reports designed for issue to Visiting Tutors.

[Update Information](#)

If enabled by your Placement Manager you may check and update the above details

Click on Update Information to save your changes.

My Account

- Once you have have logged on, you may change your password to something more private and memorable.
- Contact University Admin staff by email